

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS
SPECIFICATION NO. 02-092**

The City of Lincoln, Nebraska intends to purchase and invites you to submit a
sealed bid for:

**TURF MAINTENANCE
AT THERESA STREET
AND NORTHEAST TREATMENT FACILITIES
2002 MOWING SEASON**

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon
Wednesday, April 10, 2002 in the office of the Purchasing Agent, Suite 200, K Street
Complex, 440 South 8th Street, S.W. Wing, Lincoln, Nebraska 68508. Bids will be
publicly opened and read at the K Street Complex.

A prebid conference has been scheduled for Wednesday, April 3, 2002, beginning at
1:00 p.m., at the Theresa Street Wastewater Treatment Facility Administration
Building, 2400 Theresa Street, Lincoln, Nebraska. All interested bidders are urged
to attend.

Bidders should take caution if U.S. mail or mail delivery services are used for the
submission of bids. Mailing should be made in sufficient time for bids to arrive in the
Purchasing Division, prior to the time and date specified above.

Proposal For
Specification No. 02-092

Bid Opening Time: 12:00 Noon
Bid Opening Date: April 10, 2002

The under signed bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which includes Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the proposal, agrees to sell to the City the below listed items for the performance of this specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

ADDENDA RECEIPT: The receipt of addenda to the specifications numbers ____ through ____ are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from any obligations specified in this request. All addenda shall become part of the final contract document.

TURF MAINTENANCE FOR THERESA STREET WASTEWATER TREATMENT FACILITY

Total Per Mowing \$ _____ / Total For 28 Mowings \$ _____ (2002)

Total Per Mowing \$ _____ / Total For 28 Mowings \$ _____ (2003)

Total Per Mowing \$ _____ / Total For 28 Mowings \$ _____ (2004)

Total Per Rough Area Mowing \$ _____ / Total for 28 Mowings \$ _____ (2002)

TURF MAINTENANCE FOR NORTHEAST WASTEWATER TREATMENT FACILITY

Total Per Mowing \$ _____ / Total For 28 Mowings \$ _____ (2002)

Total Per Mowing \$ _____ / Total For 28 Mowings \$ _____ (2003)

Total Per Mowing \$ _____ / Total For 28 Mowings \$ _____ (2004)

Total Per Rough Area Mowing \$ _____ / Total for 28 Mowings \$ _____ (2002)

AFFIRMATIVE ACTION PROGRAM: Successful bidder will be required to comply with the provisions of the City's Affirmative action policy (Contract Compliance, Sec. 1.16). The equal opportunity Officer will determine compliance or non-compliance with the City's policy upon a complete and substantial review of the successful bidder's equal opportunity policies, procedures and practices.

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING
MATERIAL.**

MARK OUTSIDE OF BID ENVELOPE: SEALED BID FOR SPEC. 02-092

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE

(Date)

**EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER**

ESTIMATED DELIVERY DAYS

TERMS OF PAYMENT

E-MAIL ADDRESS

BIDS MAY BE INSPECTED IN THE PURCHASING DIVISION OFFICES DURING NORMAL BUSINESS HOURS, **AFTER** TABULATION BY THE PURCHASING AGENT. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, YOU MUST ENCLOSE A **SELF-ADDRESSED STAMPED ENVELOPE** WITH YOUR BIDDING DOCUMENTS.

INSTRUCTIONS TO BIDDERS

CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

1. BIDDING PROCEDURE

- 1.1 Bidder shall submit two (2) complete sets of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Each bid must be legibly printed in ink or by typewriter, include the full name, business address, and telephone number of the bidder; and be signed in ink by the bidder.
- 1.5 A bid by a firm or organization other than a corporation must include the name and address of each member.
- 1.6 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.7 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.8 Bids received after the time and date established for receiving bids will be rejected.

2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated of the Proposal Form.
- 2.2 If alternate bids are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
 - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
 - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
 - 2.5.1 A contract has been executed and bonds have been furnished.
 - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
 - 2.5.3 All bids have been rejected.

- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:

- 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
- 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

3. EQUAL OPPORTUNITY

- 3.1 Each bidder agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status. Bidder shall fully comply with the provisions of Chapter 11.08 of the Lincoln Municipal Code.
- 3.2 Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16).
- 3.3 The Equal Opportunity Officer will determine compliance or non-compliance with the City's Affirmative Action Policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

4. DATA PRIVACY

- 4.1 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 4.2 The bidder agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.

5. BIDDER'S REPRESENTATION

- 5.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 5.2 Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

6. INDEPENDENT PRICE DETERMINATION

- 6.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening

directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

7. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 7.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 7.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to the date and time for receipt of bids.
- 7.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 7.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

8. ADDENDA

- 8.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 8.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 8.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 8.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 8.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

9. BRAND NAMES

- 9.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 9.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 9.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.

- 9.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

10. DEMONSTRATIONS/SAMPLES

- 10.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 10.2 Such demonstration can be at the City delivery location or a surrounding community.
- 10.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 10.4 If items are small and malleable, and the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

11. DELIVERY

- 11.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.
- 11.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 11.3 All bids shall be based upon **inside** delivery of the equipment or merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.

12. WARRANTIES, GUARANTEES AND MAINTENANCE

- 12.1 Copies of the following documents must accompany the bid proposal for all items being bid:
 - 12.1.1 Manufacturer's warranties and/or guarantees.
 - 12.1.2 Bidder's maintenance policies and associated costs.
- 12.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.
- 12.3 Bidder Warrants and represents to the City that all software/firmware/ hardware/equipment /systems developed, distributed, installed or programmed by Bidder pursuant to this Specification and Agreement.
 - 12.3.1 That all date recognition and processing by the software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and
 - 12.3.2 That all date sorting by the software /firmware/hardware/ equipment/system that includes a "year category" shall be done based on the four-digit-year format. Upon being notified in writing by the City of the failure of any

software/ firmware/ hardware /equipment /systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the City, replace or correct the non-complying software/ firmware/ hardware/ equipment/ systems with software/firmware/ hardware/equipment/ systems that does comply with this Specification and Agreement.

- 12.3.3 No Disclaimers: The warranties and representations set forth in this section 12.3 shall not be subject to any disclaimer or exclusion of warranties or to any limitations of Licensor's liability under this Specification and Agreement.

13. ACCEPTANCE OF MATERIAL

- 13.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 13.2 Material delivered under this proposal shall remain the property of the bidder until:
- 13.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
- 13.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 13.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 13.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 13.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

14. BID EVALUATION AND AWARD

- 14.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 14.2 No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 14.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.

- 14.4 The bid will be awarded to the lowest responsive, responsible bidder whose proposal will be most advantageous to the City, and as the City deems will best serve their requirements.

- 14.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities in bids; such as shall best serve the requirements and interests of the City.

15. INDEMNIFICATION

- 15.1 The bidder shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss or use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 15.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 15.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

16. TERMS OF PAYMENT

- 16.1 Unless other specification provisions state otherwise, payment in full will be made by the City within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

17. LAWS

- 17.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

**SPECIFICATIONS FOR
TURF MOWING
THERESA STREET AND NORTHEAST WASTEWATER TREATMENT FACILITIES**

1. SCOPE

- 1.1 The City of Lincoln, Wastewater Division desires to contract services for turf mowing at two wastewater treatment facility locations.
 - 1.1.1 Theresa Street Wastewater Treatment Facility, 2400 Theresa St, Lincoln, NE. 68521
 - 1.1.2 Northeast Wastewater Treatment Facility, 7000 N. 70th St, Lincoln, NE 68507
- 1.2 The term of the agreement shall be for the 2002 season, with options to renew for two (2) additional one year terms at the prices being bid.
 - 1.2.1 The Theresa Street Facility location will begin the mowing season on April 22, 2002 through October 28, 2002 for a total of 28 weekly mowings.
 - 1.2.2 The Northeast Facility location will begin the mowing season on May 13 through November 18, 2002 for a total of 28 weekly mowings.
- 1.3 The attached sample agreement and location maps serve as specifications, and describes the obligations of the City and Contractor.
- 1.4 Potential bidders are encouraged to attend a pre-bid conference and scheduled site visitations to familiarize themselves with the work, the arrangement and layout of the treatment facilities, determine exact square footage, and the particularities of the operation.

2. AGREEMENT AND INSURANCE REQUIREMENTS

- 2.1 Within fourteen (14) calendar days after the award of bid(s), the Contractor(s) must execute a written agreement between the Contractor and City.
- 2.2 Also within such time period, the Contractor shall furnish with the agreement a certificate of insurance in accordance with the requirements specified in the agreement.
 - 2.2.1 All certificates of insurance shall be filed with the City on the standard Accord Certificate Of Insurance form, showing the City as a named additional insured as pertains to the performance of this agreement.
 - 2.2.2 Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City thirty (30) days notice of cancellation, non-renewal or any material reduction of insurance coverage.

3. QUALIFICATIONS OF BIDDERS, BIDDING PROCEDURE AND AWARD OF BID

- 3.1 Bidder/contractor and contractor's employees shall have a minimum of two (2) years experience in commercial property maintenance.
- 3.2 Read "Instructions To Bidders" .
- 3.3 Bidders shall submit the following documents with their Bid Proposal:
 - 3.3.1 A listing of equipment to be used in the performance of work in an accordance with this agreement.
 - 3.3.1.1 As a minimum, equipment shall include the following:

- 3.3.1.1.1 Two (2) commercial riding mowers with a minimum 60 inch mower decks and the option to mulch.
 - 3.3.1.1.2 Large capacity grass clipping collection equipment.
 - 3.3.1.1.3 Two (2) gas powered string trimmers.
 - 3.3.1.1.4 Adequate transport equipment.
 - 3.3.2 A listing of commercial references including company name, contact person, and phone number for past and current mowing contracts of similar size and capacity.
 - 3.3.3 A listing of personnel who will be involved in the performance of this agreement, and their related commercial property experience.
- 3.4 In addition to price in the award of bid, the City may give consideration to:
 - 3.4.1 Separate awards of bid for the Theresa Street or the Northeast Wastewater Facilities.
 - 3.4.2 Skill, capacity and experience of bidder and bidder's employees to perform the contract to the satisfaction of the City.
- 3.5 Bidders are encouraged to attend a pre-bid conference and site visitations scheduled for April 3, 2002 at 3:00 pm, located at the Theresa Street Wastewater Treatment Facility Administration Building, 2400 Theresa Street in Lincoln.
- 3.6 The contact person for the Lincoln Wastewater System will be Mr. Steve Crisler, 402-441-7966.

SERVICE AGREEMENT
TURF MAINTENANCE FOR THE THERESA STREET WASTEWATER
TREATMENT FACILITY

This agreement, made this ____ day of _____, 2002, by and between _____, hereinafter referred to as Contractor, and the **City of Lincoln, Nebraska**, a body corporate and public, hereinafter referred to as City.

WHEREAS, the City has full responsibility and control over both treatment facilities grounds, building structures, streets and all matters pertaining thereto; and

WHEREAS, from time to time the City's resources are insufficient to accomplish mowing and applying fertilizer/chemicals to turf areas in a timely manner or when it is not an efficient use of City staff, it is then necessary to acquire additional resources for the purpose of maintaining turf.

WHEREAS, it is the purpose of this agreement to provide for the Contractor to perform such maintenance services for the City.

NOW, THEREFORE, WITNESSETH, that:

1. The Contractor hereby agrees to perform turf maintenance at the **Theresa Street Wastewater Treatment Facility** as herein set forth during the 2002 mowing season between April 22, 2002 and October 28, 2002.
2. The agreement may, by mutual consent, be renewed for two (2) additional one (1) year terms at the prices indicated below.
3. Turf areas requiring mowing applications include a collective area of various locations within the treatment facility. (Refer to area map attached to this agreement)
 - 3.1 Estimated square footage of the Theresa Street Facility - 700,000
4. Work shall involve approximately 28 (weekly) mowings during the term of this agreement.
 - 4.1 All work shall be coordinated with the Facility Maintenance Supervisor or his designated representative.
 - 4.2 The period of time between mowings is intended to be weekly, but may vary during the mowing season due to weather conditions.
 - 4.2.1 Contractor shall contact the Facility Maintenance Supervisor for mowing schedule adjustments during extended periods of inclement weather.
 - 4.3 Each mowing shall be performed between the hours of 7:00 am and 7:00 pm, during a two (2) consecutive day period.
 - 4.4 Weekly mowings shall be coordinated so that turf height does not exceed 5 inches.

- 4.5 Mowing height guidelines are as follows:
 - 4.5.1 Spring (April/June) and fall (September/October) seasons - 3 to 4 inches
 - 4.5.2 Summer (July/August) season - 4 inches
- 4.6 All obstacles shall be string trimmed on the same day that mowing is performed.
 - 4.6.1 String Trimmed areas shall not exceed the established mowing height.
 - 4.6.2 Trimming shall be performed around trees, light posts, sign posts, curbs, and treatment facility structures.
 - 4.6.3 Contractor shall take caution as not to damage the trunks of trees.
- 4.7 Grass clippings shall be mulched and evenly dispersed so that they are not left in wind rows.
 - 4.7.1 Grass shall not be blown into streets or onto sidewalks.
 - 4.7.2 Prior to mowing, the Contractor must remove litter from the areas to be mowed.

5. Equipment used in the performance of this Agreement shall be furnished by the Contractor.

5.1 The following is a list of the Contractor's equipment to be utilized.

5.1.1 Mowers: _____

5.1.2 Trimmers: _____

5.1.3 Collection Equipment: _____

5.1.4 Transport Equipment: _____

5.2 All equipment must be well maintained and in a good safe operating condition.

5.2.1 Contractor shall provide all fuels, lubricants, maintenance and repairs.

6. Contractor's personnel shall be fully trained in commercial turf mowing and in the safe operation of Contractor's turf maintenance and transport equipment.

7. Turf maintenance services shall be performed at the following rates for the term of the agreement.

7.1 Total Per Mowing \$_____ / Total For 28 Mowings \$_____(2002)

7.2 Total Per Rough Area Mowing \$_____ / Total for 28 Mowings \$_____(2002)

7.3 Contractor shall submit to the Facility Maintenance Supervisor monthly invoices itemizing the services invoiced.

8. The Contractor is an independent contractor for the purposes of the Agreement, and neither the Contractor nor Contractor's employees or agents shall be considered for any purpose to be employees of the City.
9. Contractor shall provide general liability insurance in the amounts of \$2,000,000 combined single limit for property damage and personal injury.
- 9.1 Contractor shall name the City as "Additional Insured" as pertains to the performance of services for the term of the Agreement.
- 9.2 The insurance policy shall insure the City from any demands, claims, causes of action at law or in equity resulting from performance of this Agreement.
- 9.3 The Contractor shall provide Worker's Compensation Insurance for any employees of the Contractor who perform any work under this agreement.
- 9.4 Contractor shall provide the City with certification of such insurance subject to the approval by the City Attorney.
10. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status.
- 10.1 Contractor shall comply with the provisions of chapter 11.08 of the Lincoln Municipal Code.
11. This Agreement may be canceled by either party hereto at any time during the term of the agreement upon thirty (30) days written notice.

Dated this _____ day of _____ 2002.

ATTEST

City of Lincoln, Nebraska

City Clerk

Mayor

CONTRACTOR

Company Name

Street Address / P.O. Box

City State Zip Code

By: Authorized Signature

Print Name Title

**Service Agreement
Turf Maintenance for the Northeast Wastewater Treatment Facility**

This agreement, made this _____ day of _____, 2002, by and between _____, hereinafter referred to as Contractor, and the **City of Lincoln, Nebraska**, a body corporate and public, hereinafter referred to as City.

WHEREAS, the City has full responsibility and control over both treatment facilities grounds, building structures, streets and all matters pertaining thereto; and

WHEREAS, from time to time the City's resources are insufficient to accomplish mowing and applying fertilizer/chemicals to turf areas in a timely manner or when it is not an efficient use of City staff, it is then necessary to acquire additional resources for the purpose of maintaining turf.

WHEREAS, it is the purpose of this agreement to provide for the Contractor to perform such maintenance services for the City.

NOW, THEREFORE, WITNESSETH, that:

1. The Contractor hereby agrees to perform turf maintenance at the **Northeast Wastewater Treatment Facility** as herein set forth during the 2002 mowing season between May 13, 2002 and November 18, 2002.
2. The agreement may, by mutual consent, be renewed for two (2) additional one (1) year terms at the prices indicated below.
3. Turf areas requiring mowing, fertilizing, and chemical applications include a collective area of various locations within the treatment facility. (Refer to area map attached to this agreement)
 - 3.1 Estimated square footage of the Northeast Facility - 300,000
4. Work shall involve approximately 28 (weekly) mowings during the term of this agreement.
 - 4.1 All work shall be coordinated with the Facility Maintenance Supervisor or his designated representative.
 - 4.2 The period of time between mowings is intended to be weekly, but may vary during the mowing season due to weather conditions.
 - 4.2.1 Contractor shall contact the Facility Maintenance Supervisor for mowing schedule adjustments during extended periods of inclement weather.
 - 4.3 Each mowing shall be performed between the hours of 7:00 am and 7:00 pm, during a two (2) consecutive day period.
 - 4.4 Weekly mowings shall be coordinated so that turf height does not exceed 5 inches.
 - 4.5 Mowing height guidelines are as follows:
 - 4.5.1 Spring (April/June) and fall (September/October) seasons - 3 to 4 inches
 - 4.5.1 Summer (July/August) season - 4 inches
 - 4.6 All obstacles shall be string trimmed on the same day that mowing is performed.
 - 4.6.1 String Trimmed areas shall not exceed the established mowing height.
 - 4.6.2 Trimming shall be performed around trees, light posts, sign posts, curbs, and treatment facility structures.
 - 4.6.3 Contractor shall take caution as not to damage the trunks of trees.

4.7 Grass clippings shall be collected and disposed of on site.

4.7.1 Grass clippings can at times may be mulched and evenly dispersed upon prior approval by the Facility Maintenance Supervisor.

4.7.2 Prior to mowing, the Contractor must remove litter from the areas to be mowed.

5. Equipment used in the performance of this Agreement shall be furnished by the Contractor.

5.1 The following is a list of the Contractor's equipment to be utilized.

5.1.1 Mowers: _____

5.1.2 Trimmers: _____

5.1.3 Collection Equipment: _____

5.1.4 Transport Equipment: _____

5.2 All equipment must be well maintained and in a good safe operating condition.

5.2.1 Contractor shall provide all fuels, lubricants, maintenance and repairs.

6. Contractor's personnel shall be fully trained in commercial turf mowing and in the safe operation of Contractor's turf maintenance and transport equipment.

7. Turf maintenance services shall be performed at the following rates for the term of the agreement.

7.1 Total Per Mowing \$_____ / Total For 28 Mowings \$(2002)

7.2 Total Per Rough Area Mowing \$_____ / Total for 28 Mowings
\$(2002)

7.3 Contractor shall submit to the facility Assistant Superintendent of Maintenance monthly invoices itemizing the services invoiced.

8. The Contractor is an independent contractor for the purposes of the Agreement, and neither the Contractor nor Contractor's employees or agents shall be considered for any purpose to be employees of the City.

9. Contractor shall provide general liability insurance in the amounts of \$2,000,000 combined single limit for property damage and personal injury.

9.1 Contractor shall name the City as "Additional Insured" as pertains to the performance of services for the term of the Agreement.

9.2 The insurance policy shall insure the City from any demands, claims, causes of action at law or in equity resulting from performance of this Agreement.

9.3 The Contractor shall provide Worker's Compensation Insurance for any employees of the Contractor who perform any work under this agreement.

9.4 Contractor shall provide the City with certification of such insurance subject to the approval by the City Attorney.

10. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status.
- 10.1 Contractor shall comply with the provisions of chapter 11.08 of the Lincoln Municipal Code.
11. This Agreement may be canceled by either party hereto at any time during the term of the agreement upon thirty (30) days written notice.

Dated this _____ day of _____ 2002.

ATTEST:

City of Lincoln, Nebraska

City Clerk

Mayor

CONTRACTOR

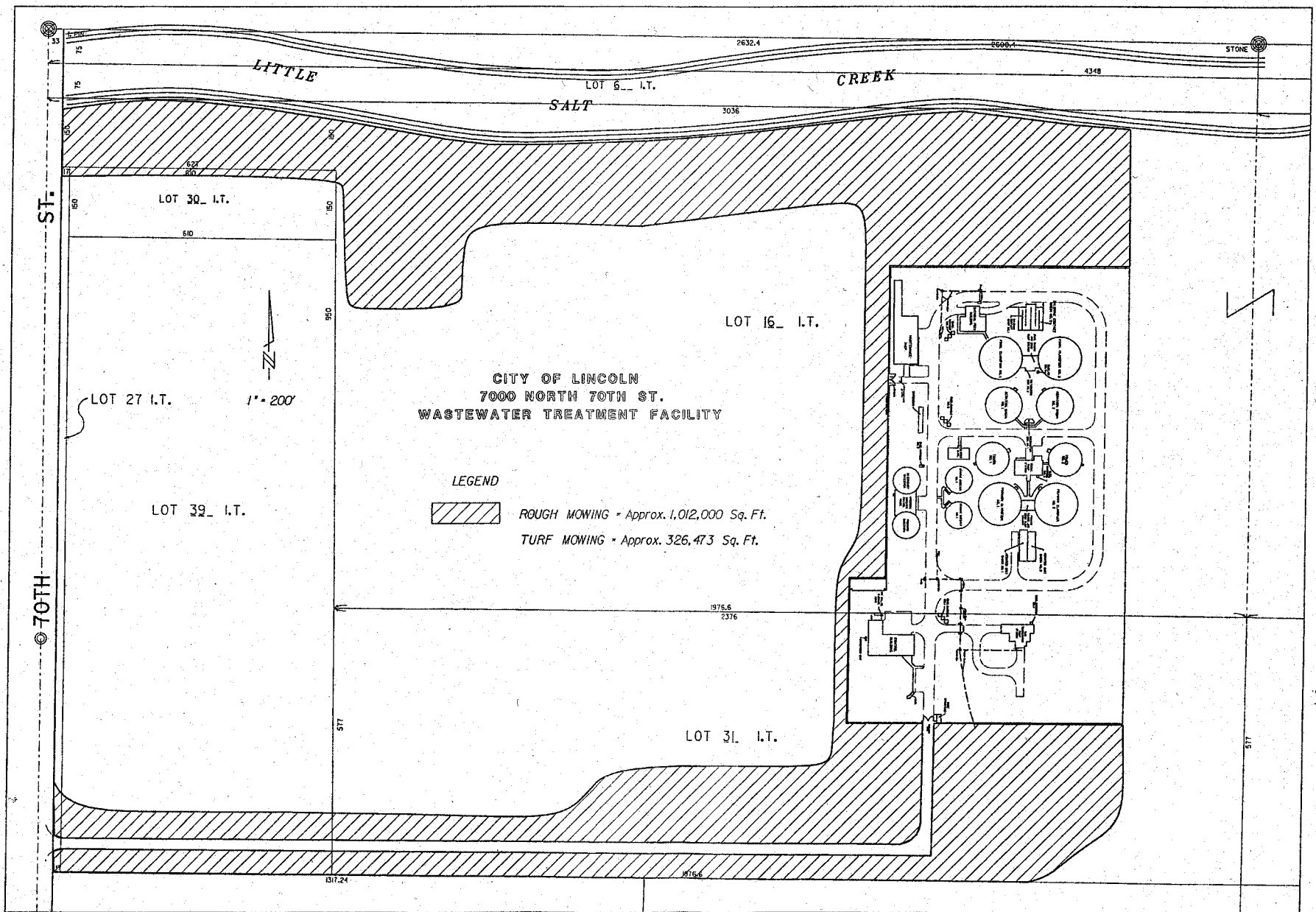
Company Name

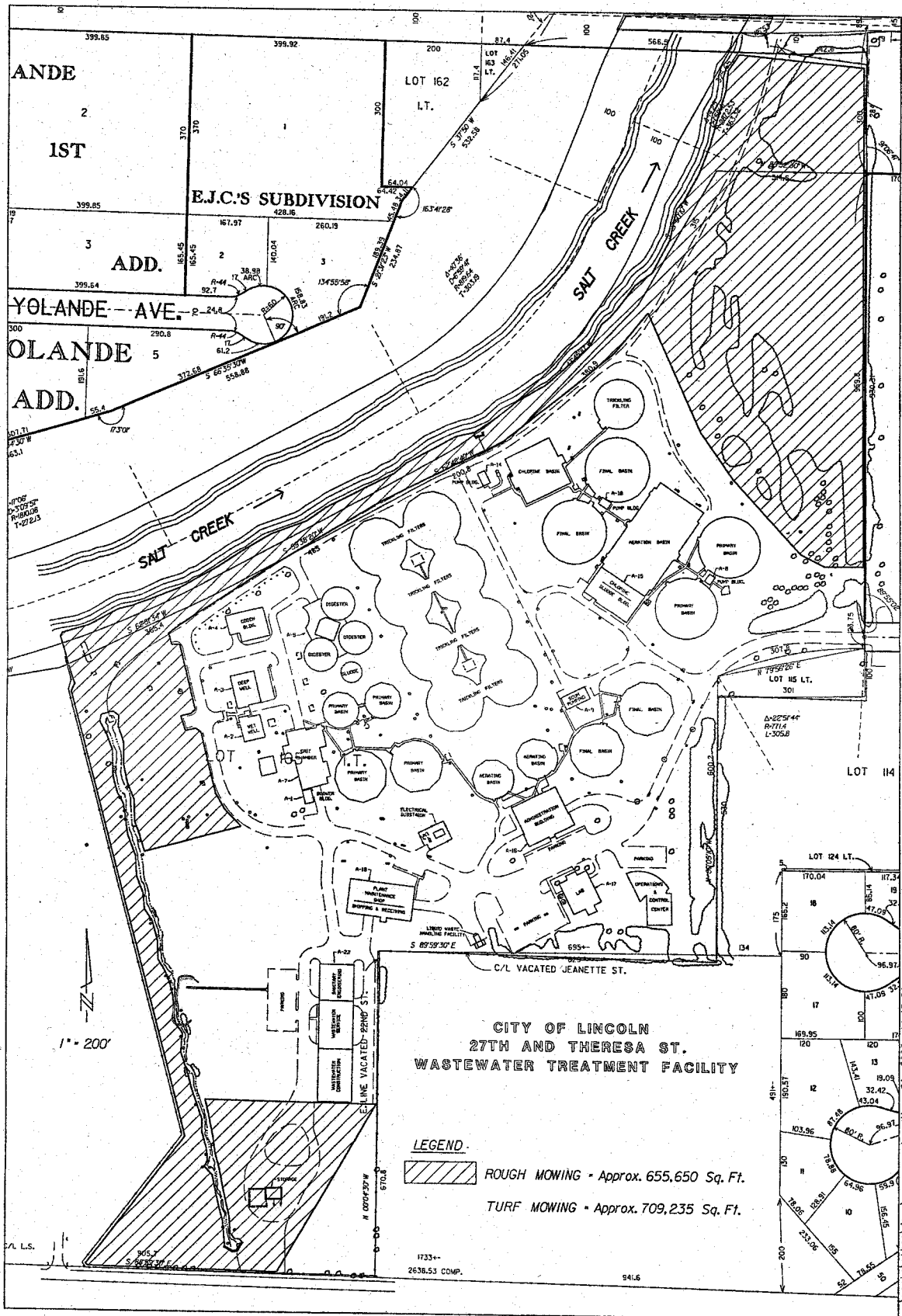
Street Address / P.O. Box

City State Zip Code

By: Authorized Signature

Print Name Title





CITY OF LINCOLN
27TH AND THERESA ST.
WASTEWATER TREATMENT FACILITY

LEGEND
ROUGH MOWING - Approx. 655,650 Sq. Ft.
TURF MOWING - Approx. 709,235 Sq. Ft.

WasteWater Dave Mow Area.dgn Mar. 21, 2002 14:16:21